



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
REGISTERED NURSE V	37	B	10.352
REGISTERED NURSE IV	35	B	10.354
REGISTERED NURSE III	34	B	10.355
REGISTERED NURSE II	33	B	10.359
REGISTERED NURSE I	31	B	10.358

### SERIES CONCEPT

Under general supervision of a higher level nurse, physician, or Mid-Level Practitioner, Registered Nurses provide general or specialized professional nursing care in accordance with the authorized scope of practice specified in the Nurse Practice Act.

Coordinate health services and treatment; collaborate with professional and paraprofessional staff to ensure optimum patient care; carry out therapeutic procedures which provide for the emotional and physical comfort of patients; identify patient health care needs utilizing professional nursing assessment skills; make comprehensive clinical observations and evaluations of health needs including subtle abnormalities and changes in condition; record and report indicative signs and symptoms of physical and mental condition.

Prepare nursing care plans by assessing patients psychological and physical condition and conferring with other health care professionals; evaluate needs and develop nursing diagnoses, plans for treatment, services and health education based on the present and predicted needs of the patient; identify immediate and long-term care goals; review and revise care plans as needed.

Administer medications intravenously, subcutaneously, intramuscularly, topically and orally as prescribed by a physician or designee as allowed in the practice setting; ensure correct time, dosage and route of administration; count controlled medications to ensure security; monitor patient for medication side effects and/or allergic reaction; observe patient to determine if medication is effective for prescribed treatment and document; if necessary, notify appropriate personnel of action taken.

Obtain approval from referral source for diagnostic tests, professional consultations and therapies; provide information for billing purposes and coordination of care.

Assist in physical examinations and diagnostic testing; obtain samples for laboratory tests as ordered by a physician or designee; perform assigned laboratory tests; take timely, effective and proper measures to provide and maintain hygienic environments.

Provide emergency medical treatments required to stabilize the patient's condition and prevent more serious complications pursuant to established policy, such as cardiopulmonary resuscitation (CPR) and first aid.

Document nurse progress notes in medical charts including patient's health status, changes in condition, and medications administered; review charts for changes in orders and transcribe; prepare written reports, records and summaries; perform quality improvement activities such as auditing charts and compiling statistics; ensure applicable regulatory standards are met including documentation of the care delivery process.

Provide education to patients and their families related to good health habits and answer questions regarding prescribed treatment; provide health related education and training to staff.

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### **SERIES CONCEPT (cont'd)**

Prepare and maintain medical treatment rooms, ensuring supplies are available and ready for use; order and stock medical and related supplies and equipment as needed.

Coordinate and/or participate in clinics; receive prior approval for billing purposes; schedule appointments; provide or arrange for transportation; conduct screening tests; give immunization injections; create and maintain associated records.

May delegate to other personnel direct care duties consistent with their licensure, certification and competency and as allowed in the practice setting.

Perform related duties as assigned.

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### **CLASS CONCEPTS**

**Registered Nurse V:** Under direction, incumbents are assigned to a 24-hour inpatient skilled nursing facility (e.g., convalescent or nursing home) and perform one of the following:

- 1) Coordinate patient care in an assigned area and serve as a first-line supervisor for at least one registered nurse and other nursing and direct care staff as assigned; resolve staffing issues, assign and review work, establish work performance standards, evaluate performance, and provide counseling and discipline to subordinate staff. Participate in budget preparation for medical equipment, resources, and staffing. Perform all of the duties described in the series concept and the Registered Nurse IV class concept including resolving patient care issues, in accordance with regulatory requirements.
- 2) Coordinate the facility-wide collection and reporting of information required by the Health Care Finance Administration, Medicare; actively participate in the treatment team to develop the patient care plan; ensure appropriate follow-up to areas identified for further assessment; transmit completed information to Medicare for reimbursement; ensure information is gathered and transmitted within established policies, procedures and guidelines.
- 3) Coordinate the placement of patients in a skilled nursing facility by assessing the patient's medical and behavioral condition and level of care required and determining when appropriate placement in the skilled nursing facility may occur to meet the needs of the patient and the facility. Identify potential referral sources and develop effective working relationships; work closely with families and applicants to provide and collect information and facilitate the admissions process; assist patients with determining eligibility for Medicaid and Veterans' Administration benefits. Develop, monitor, and modify admissions criteria as necessary, and maintain current waiting lists.

**Registered Nurse IV:** Under general supervision, incumbents perform the full range of duties outlined in the series concept for patients who, due to their acuity level, require care in a 24-hour inpatient skilled nursing facility (e.g., convalescent or nursing home). Patients in such a facility are either convalescing from a serious injury or surgery, or they have chronic medical and/or mental conditions which require 24-hour skilled nursing care, but not acute care which is provided in a hospital. Incumbents maintain the safety, health, and well being of patients in the practice setting using the least restrictive interventions appropriate for patients who may be hostile and combative.

Positions in this class may have infection control, staff training and/or other specialized assignments as a primary or secondary duty. This is a fully-trained professional registered nurse, and incumbents function in an inpatient setting.

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### **CLASS CONCEPTS (cont'd)**

**Registered Nurse III:** Under general supervision, incumbents perform the full range of duties outlined in the series concept in a clinical, rehabilitation, research, student health or other similar outpatient setting. This is a fully trained professional registered nurse, and incumbents function in an outpatient facility.

**Registered Nurse II:** Under immediate supervision, incumbents continue to acquire the necessary skills and experience required to perform the full range of duties outlined in the series concept. Incumbents function below the journey level. Employees satisfactorily completing one year as a Registered Nurse II in the advanced trainee capacity, and with the recommendation of the appointing authority, may progress to the class of Registered Nurse III.

**Registered Nurse I:** Under immediate supervision, incumbents acquire skills and experience in performing the duties outlined in the series concept. Employees satisfactorily completing one year as a Registered Nurse I in a trainee capacity, and with the recommendation of the appointing authority, may progress to Psychiatric Nurse I, Correctional Nurse I, Community Health Nurse I, or Registered Nurse II.

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### **MINIMUM QUALIFICATIONS**

#### **SPECIAL NOTES AND REQUIREMENTS:**

- \* In order to meet the needs of the hiring agency, specific education and experience may be required and will be identified at the time of recruitment.
- \* Some positions require CPR certification.
- \* Some positions require a current driver's license.
- \* A bachelor's degree in nursing is equivalent to a diploma or associate's degree in nursing and one year of experience.

#### **REGISTERED NURSE V**

**EDUCATION AND EXPERIENCE:** Current license to practice as a Registered Nurse in the State of Nevada and three years of professional nursing experience, one year of which included providing patient care in a skilled nursing facility (e.g., convalescent or nursing home) or ensuring regulatory compliance of skilled nursing facilities; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** documentation process. **Working knowledge of:** current nursing practices, principles, methods and procedures used to care for patients in a skilled nursing facility; staffing requirements for a 24-hour skilled nursing facility; organization and communication techniques. **General knowledge of:** the Health Care Finance Administration, Medicare assessment tool and its impact on revenue streams. **Ability to:** plan, organize and direct the work of subordinate staff; deal effectively with personnel and staffing issues; identify multi-disciplinary treatment needs; participate in internal investigations; prepare concise and informative reports; participate in the budgetary process; act as a role model to staff; develop and implement plans of action and evaluate outcomes; carry out multiple assignments and meet deadlines; *and all knowledge, skills and abilities required at the lower levels.*

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### MINIMUM QUALIFICATIONS (cont'd)

#### REGISTERED NURSE V (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** departmental policies and procedures; supervisory techniques and practices; application of work performance standards for nursing staff; cost impact of staffing levels and overtime; budgeting and statistics.

#### REGISTERED NURSE IV

EDUCATION AND EXPERIENCE: Current license to practice as a Registered Nurse in the State of Nevada and two years of professional nursing experience, one year of which included providing patient care in a skilled nursing facility (e.g., convalescent or nursing home), hospital or home healthcare services; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** common physical and mental health disorders which require placement in a skilled nursing facility; nursing diagnosis and intervention of patient's response to acute and chronic illness; the effect of different life stages on the physiological response to commonly used medications in the practice setting. **Ability to:** monitor, assess and intervene in the care of patients experiencing a wide variety of acute and chronic health problems; assess changes in the patient's condition and intervene appropriately; assess the outcomes of prescribed medications/treatments; recognize and respond appropriately to hostile and combative behavior; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** policies, procedures and regulations applicable to patient care in an inpatient skilled nursing facility. **Ability to:** follow standards of practice established by the agency.

#### REGISTERED NURSE III

EDUCATION AND EXPERIENCE: Current license to practice as a Registered Nurse in the State of Nevada and two years of professional nursing experience; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** nursing principles and therapeutic interventions utilized in the practice setting through cooperation with a treatment team and physician; quality assurance and/or utilization review audit and compliance activities including applicable regulatory standards; uses and effects of medications used in the practice setting; operation and use of standard medical equipment; routine laboratory tests and diagnostic procedures used in the practice setting; nutrition and personal hygiene as applied to patient care; human growth and development; staff education and training techniques. **General knowledge of:** clinic staffing requirements. **Ability to:** respond to and resolve patient care issues; independently perform specialized assignments such as infection control, quality assurance, utilization review, staff training, and/or outpatient services; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** agency regulations, policies and procedures related to patient care; documentation process.

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### MINIMUM QUALIFICATIONS (cont'd)

#### REGISTERED NURSE II

**EDUCATION AND EXPERIENCE:** Current license to practice as a Registered Nurse in the State of Nevada and one year of professional nursing experience; **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements)*

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** current nursing practices, principles, methods and procedures; universal precautions and infection control techniques and procedures; medical terminology sufficient to understand doctor's orders; *and all knowledge, skills and abilities required at the lower level.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Registered Nurse III.)*

#### REGISTERED NURSE I

**EDUCATION AND EXPERIENCE:** Current license to practice as a Registered Nurse in the State of Nevada. *(See Special Notes and Requirements)*

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**General knowledge of:** application of the nursing process including assessment, diagnosis, planning, intervention, and evaluation; universal precautions and infection control techniques and procedures; medical terminology sufficient to understand doctor's orders; documentation process; uses and effects of medications used in nursing; operation and use of medical equipment in the practice setting; nutrition and personal hygiene as applied to patient care; human growth and development; routine laboratory tests and diagnostic procedures. **Ability to:** interview patients to elicit a health history, symptoms and/or complaints; clinically assess the basic health status of a patient; develop, implement and evaluate a nursing care plan; prepare and maintain medical records, charts and reports; follow detailed oral and written instructions; provide health education to individuals and families; provide emergency medical treatment as required; establish and maintain cooperative working relationships with supervisors, staff, patients and families; delegate appropriate assignments to subordinate staff.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Registered Nurse II.)*

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	1/1/61	5/25/01UC	3/1/85	7/1/99P 10/2/98PC	9/1/63
REVISED:	12/1/68				12/1/68
REVISED:	3/1/85				3/1/85
REVISED:					8/6/87-3
REVISED:	7/1/89LG		7/1/89LG		7/1/89LG
REVISED:	7/1/97LG		7/1/97LG		7/1/97LG
REVISED:	7/1/99P		7/1/99P		7/1/99P
	10/2/98PC		10/2/98PC		10/2/98PC
REVISED:	5/25/01UC		5/25/01UC	5/25/01UC	5/25/01UC
REVISED:	7/1/03LG	7/1/03LG	7/1/03LG	7/1/03LG	7/1/03LG